

Date: November 25, 2013

Great Basin/Rocky Basin Incident Management Team and Rocky Basin Buying Team Electronic Application Instructions.

BUYING TEAM MEMBERS: All Rocky Basin Buying Team Members will be solicited through the Great Basin.

Everyone will need to apply each year. Incident Commanders and Buying Team Leaders will be on a three year commitment. All others (IMT and Buying Team Members) will be on a one year commitment.

Supervisors, Qualifications Coordinators and Agency Administrators should receive an e-mail for each position an applicant applies to.

When an applicant applies to multiple positions and “agree or do not agree” is selected from the e-mail, this will apply to all positions the applicant applied to. If one application is agreed to and a second application is not, please request the applicant to remove the application(s) that are not approved.

APPLICANTS: there is a fifteen minute time out on the application when there is no activity. Please be sure to click save!

An IQCS master record is optional.

Before you begin....

PLEASE read each instruction as you go throughout the application process!

PLEASE obtain your correct Supervisor, Qualifications Coordinator and Agency Administrator e-mail addresses. The supervisor for AD's is the FMO or Fire Staff of the unit who sponsors you. If you are unsure of whom this is, call your local dispatch center.

Obtain your IQCS or IQS Employee ID Number from your Red Card, Master Record File, or by calling your Qualifications Coordinator.

DETERMINE your Agency Representative/Email from the following list.

Agency Email	Name	Phone Number	
BLM, Arizona Strip	Kelley Castillo	w: 602-417-9550 c: 602-689-6224	kcastill@blm.gov
BIA	Kirby Arrive	w: 435-722-2593 c: 435-722-4353	karrive@ubtanet.com
BLM-Idaho	Steve Shaw	w: 208-373-3855 c: 208-272-0854	srshaw@blm.gov
BLM-Nevada	Paul Petersen	w: 775-861-6507 c: 775-530-1947	ppeterse@blm.gov
BLM-Utah	Chris Delaney	w: 801-539-4277 c: 801-597-9392	cdelaney@blm.gov
FWS	Tracy Swenson	w: 435-734-6449 c: 435-740-0572	tracy_swenson@fws.gov
Out of Geo Area	Nelda St. Clair	w: 775-885-6078 c: 775-230-4351	nstclair@blm.gov
NPS	Chip Collins	w: 307-739-3310 c: 307-690-4400	chip_collins@nps.gov
State of Idaho	Julia Sullens	w: 208-914-4619 c: 208-334-3488	jsullens@idl.idaho.gov
State of Nevada	Mike Klug	w: 775-684-2522 c: 775-721-6378	mklug@forestry.nv.gov
State of Utah	Shane Freeman	w: 801-538-5501 c: 801-560-1072	shanefreeman@utah.gov
USFS	Beth Lund	w: 801-625-5513 c: 801-745-7866	elund@fs.fed.us

If you need additional assistance, please contact Eastern Great Basin Coordination Center at 801-531-5320.

LATE APPLICATIONS WILL NOT BE ACCEPTED. THE CLOSING DATE IS JANUARY 10, 2014.

Electronic Team Application Instructions:

1-Applicants who already have an e-auth account may proceed to step 3.

2-First you will need to set up a log-in and password (e-auth account level 1). Reference the attached pdf document (e-auth_account_instructions.pdf) included in the same email as these instructions and also is accessible on the GACC web site. PLEASE complete all the steps of setting up your e-auth account which includes clicking on the activation link you receive in your e-mail after submitting your information. This process normally takes about 30 minutes.

If you have problems or questions in setting up your e-auth account, please call Dale Guenther at 503-807-8595.

3- Go to the web site: <http://www.nwportal.fs.usda.gov/> (A link is posted on the GACC website under overhead).

4- Enter your e-auth log in and password.

5- If this is the first time you have entered the Incident Command Application System (ICAP), click "Request Access to a System". Check the ICAP-Incident Command Application box and click the "Request Access" button. Upon future log-ins, the ICAP system will be available to enter after log-on. For IC's you will need to contact Dale Guenther and ask for the IC role to be assigned to you and for anyone else on your team that you would like to have the IC role.

6- In the Application Menu, click the "ICAP-Incident Command Application" link.

7- Click the "**Step 1: Applicant**" tab at the top of the screen.

8-Enter all the required information.

9-Enter your experience that relates to the position(s) you are applying for.

10- Applicant dispatch office-select the GACC you are located in, followed by your local Dispatch Center. **(Special instructions for Buying Team Applicants who are outside of the Great Basin: Select Great Basin, choose other for the local Dispatch Center and then type in your local Dispatch Center in the space provided.)**

11-Enter your specific Agency in the "Agency (other)" field; please spell out your agency as opposed to guessing at the Unit ID. (i.e. Uinta-Wasatch-Cache NF, Idaho Department of Lands, Elko Field Office, Zion National Park, Western Nevada Agency, etc.)

12-PLEASE ensure you know the correct e-mail addresses of your supervisor, qualifications coordinator (IQCS or IQS), and your agency administrator.

13-Once all blocks are complete, click save. (You should see "Information was updated successfully" at the top of the screen).

14-Click the "**Step 2: Positions**" tab at the top of the screen.

15- Select Great Basin.

16- Select the IMT/Buying Team which you want to apply to.

Type 1 IMT's are identified as follows:

- Great Basin Type 1 Team 1- Lund
- Great Basin Type 1 Team 2 - Harvey

Type 2 IMT's are identified as follows:

- Great Basin Type 2 Team 3 - Rosenthal
- Great Basin Type 2 Team 4 - Kidd
- Great Basin Type 2 Team 5 - Wilde
- Great Basin Type 2 team 6 - Dunford
- Great Basin Type 2 team 7- DeMasters

IMT applicants may also apply to the “**Great Basin/Rocky Basin Applicant Pool**” This is used when you want to be considered for a position on any of the Great Basin Teams.

National Buying Teams and Geographical Buying Teams:

This year the Rocky Basin will try to fill two National and four Geographical Teams. Applicants apply to a general National and/or Geographical Team. Please include your purchasing authority in the application.

17-Select ‘Apply’ to the position you want to apply for. On the next screen, you must choose between primary, job share or trainee. (The apprentice and alternate option is not used in the Great Basin).

18-Enter any qualifications and experience related to the position you are applying for (this will be auto-filled from when you first entered your initial information). **In this block, you need to enter your priority if you are applying to more than one team/position, i.e. this in my 1st, 2nd or 3rd priority.**

19-Check the box for supervisor approval.

20-Click the “print” link to print your records.

21-Click submit application.

22-You should see “You Applied Successfully” at the top of the screen.

23- If you want to apply to a different position and/or team, start over at the beginning of step 10 above.

24-It you need to edit or delete your application, just log-in and navigate to the respective IMT and position. You will see “drop” and “edit” links in the action column.

25-Click the “log out” tab.

16- You should receive an e-mail confirmation that your ICAP application has been processed.

Applicant lists will be posted for each team and for the applicant pool during the open period. Applicants will be notified via email of their selected/not selected status. Also selections will be posted on the Eastern Great Basin web site.